

CAPITALIZATION QUICK GUIDE

Here are some of the rules for capitalization.

Rule	Example
Always capitalize the word "I"	He said I could use the computer!
Always capitalize the first word in a sentence	This is a really neat web site!
Always capitalize the first word in a quote	"Wow! This is fun."
Always capitalize abbreviations	Mr. - mister
Always capitalize acronyms	MLB - Major League Baseball
Always capitalize names of:	
people and their titles	Mr. Buster Book and Ms. Penny Pencil